Equipment Operator/Truck Driver

Department: Public Works FLSA Status: Non-Exempt Reports To: Public Works Director Date: April 1, 2016

Classification: Full Time

GENERAL SUMMARY:

Performs semi-skilled manual labor to maintain roads, ditches, and drain systems within Town limits using a variety of construction equipment. Operates light and heavy duty trucks and motorized equipment on road construction projects and repair work, and in snow and ice removal operations of the Public Works Department. Performs quality work to ensure the safety of Town roads for public use.

Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

SUPERVISON RECEIVED:

Works under the general guidance and direction of the Public Works Director or Foreman, in the Director's absence.

SUPERVISORY RESPONSIBILITY:

None.

ESSENTIAL JOB FUNCTIONS:*

- ♦ Performs a wide variety of maintenance tasks per the assignment and direction of the immediate supervisor.
- Operates a wide variety of heavy and light equipment, including but not limited to, front-end loader, road grader, backhoe, trucks, truck attachments, lawn mower, chain saw, and other related motorized equipment.
- Assists in the construction of new road surfaces and the maintenance and repair of existing roads.
- ♦ Assists in the construction of new ditches and culverts, the cleaning of existing ditches and culverts, and the installation of new sewer lines.
- Straightens and maintains signs along the roadway. Installs new sign posts and signs.
- Replaces and repairs catch basins.
- Paints crosswalks and striping.
- ♦ Trims and cuts branches and removes brush and other debris on roadsides. Performs full tree removal as needed.
- Sweeps streets, picks up trash, and performs spring clean-up.

- Performs plowing, material spreading, and snow removal of Town streets and sidewalks during the winter months, including during active snowstorms. Sets up and winterizes trucks; attaches plow and mounts material spreading equipment.
- ♦ Transports winter sand, dirt, gravel, wood, and other construction materials; assists in loading and unloading trucks.
- Maintains parks, performing mowing and other general grounds maintenance.
- Performs or assists with the general repair and preventive maintenance of all equipment and vehicles used and the general maintenance of the Public Works garage.
- ♦ May act as Foreman on a temporary, rotating basis.
- Assists with general grounds maintenance and clean-up.
- ♦ Assists in the general related activities of the Public Works Department, including maintenance of Town buildings, property, and equipment.
- Maintains knowledge of and always follows applicable safety practices, procedures, and regulations.
- Attends and participates in all staff meetings.
- Maintains quality service by following departmental guidelines and procedures by enforcing Town standards.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- Performs research, special projects, and related responsibilities as initiated and requested.
- Performs other related duties as required, directed, or as the situation dictates.
- Regular attendance at the workplace is required.

EDUCATION & EXPERIENCE:

High School diploma or equivalent and six months to one year of progressively responsible related experience in equipment operation; or any equivalent combination of education and experience. Additional experience would be desirable.

LICENSES & CERTIFICATIONS:

♦ Valid State of Maine Class A or B Commercial Driver's License (CDL) with no driving restrictions or points that would affect the Town's liability insurance.

KNOWLEDGE, SKILLS & ABILITIES:

 Ability to operate trucks and other motorized equipment safely and in accordance with traffic laws, ordinances, rules, and safety regulations.

- ♦ Thorough knowledge of the standard practices, methods, equipment, and tools of the automotive and construction equipment trades.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- ♦ Considerable knowledge of the operating and repair characteristics of a variety of equipment utilized by public safety employees and the Public Works Department.
- Ability to make and assist with minor repairs and maintenance of motorized equipment.
- ♦ Knowledge of the geography of the Town, including the location of streets.
- ♦ Physical fitness, strength, agility, and endurance sufficient to perform required work, including extended periods of manual labor.
- Excellent interpersonal and customer service skills; ability to effectively deal with all members of the
 public in a courteous and tactful manner; ability to establish and maintain good working relationships
 with coworkers and all individuals, groups, and organizations contacted in the course of work.
- ♦ Ability to work cooperatively as a team member and participate in creating a positive and constructive work environment for everyone; willingness to support and assist other staff members and to take responsibility for contributing to the success of the department and the Town.
- Excellent written and verbal communication skills.
- ♦ Ability to work independently and follow oral and written directions to complete assignments.
- ♦ Ability to use resourcefulness and tact in meeting new problems.

SPECIAL REQUIREMENTS:

Ability to work weekends and nights as necessary, especially in response to winter weather events.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed outdoors in all weather conditions. Operates a wide variety of public works equipment, including trucks, truck attachments such as plow and sander, front-end loader, backhoe, road grader, lawn mower, chain saw, and many other types of motorized equipment, as well as hand tools for equipment and truck repair.

Frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions are required. Moderate lifting and physical work is frequently required. Heavy lifting and physical work is occasionally required.

Frequently exposed to hazardous physical conditions such as moving mechanical parts and electrical currents, atmospheric conditions such as fumes/odors/dust/gas, extreme temperatures, and intense noise. Occasionally exposed to inadequate lighting, confined work spaces, and threatening environments and people. Occasional travel is required, operating a motor vehicle.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.